

ADDING CREDITORS TO THE COURT'S ELECTRONIC CASE FILING SYSTEM

HOW TO UPLOAD A CREDITOR MATRIX OVER THE LIVE ECF SYSTEM

Note: To actually begin uploading a creditor matrix, you must first format the matrix in **ASCII DOS Text** or **Text Only**. Your Bankruptcy software may generate a creditors matrix. This matrix is to be saved in a **ASCII DOS Text** or **Text Only** format, following the instructions on How to Prepare and Save a Creditor's Matrix for Uploading Method

- , Prepare Matrix for Uploading. See Instructions along with Exhibit A, B & C
- , Log In into the Live System
- , Click on **Bankruptcy**
- , Under **Bankruptcy Events**, Click on Creditor Maintenance...
- , Under **Bankruptcy Creditor Processing**, Click on Upload a creditor "Matrix"
- , In the **Creditor Processing - Upload a File Method** Screen, Type in the case number (format 96-12345) and Click on Next
- , In the **Load Creditor Information** Screen, Click Browse to search for the drive that the formatted matrix was saved into. The matrix should have been saved in an **ASCII DOS Text** or **Text Only** format. Once you retrieve the file, Click on Next
- , In the **Total Creditor Entered - Verify** Screen, Click on Commit to accept the creditors. **Please note:** Once you click Commit, the Court's database will not allow the filer to add any more creditors. If any additional creditors need to be submitted, then an amendment needs to be filed with the Court.
- , The **Creditors Receipt** confirms how many creditors were added to the Court's Database

HOW TO VIEW CREDITORS

- , Click on Query, Type in Case number, then Click on Run Query
- , Under the **Query** Menu, Click on Creditor
- , List of all creditors

HOW TO PREPARE AND SAVE A CREDITOR'S MATRIX FOR UPLOADING METHOD

Format Needed: ASCII (DOS) Text or Text Only Format

Method for Preparing Matrix: See EXHIBIT "A"

If your software has the capability to generate a creditor's Matrix, open this matrix in a word processing program (ie. Corel WordPerfect or Microsoft word) in order to edit matrix.

All information should always be left-margin justified.

1. Begin by moving the creditor's list at least three lines down.
2. Go back to the first line and type three asterisks followed by the case number followed by three asterisks. (**0011111**)
Note:
 - There should be no hyphens, letters or characters between the case year and the case number
3. Review and Verify the list of Creditors. Delete any duplicates from the list. Confirm that the last line of the address is the City, State and Zip Code and that there is at least one line after the last creditor.
4. Proceed to save.

Method for Saving File on ASCII DOS Text and Text Only Format:

See EXHIBIT "B" & "C"

1. Select the **Save As** feature from your **Tool Bar**
2. Select the drive in which you will save the matrix. (C-Drive, A-Drive,)
3. Give your creditor's matrix a name and type that name in the **File Name** field box
4. In the **File Type** field, search for **ASCII DOS Text** or **Text Only** format, and select this format from the **File Type** List
8. Click on **SAVE**
9. The file is now ready to be Uploaded

Note: Please be aware that this is a mailing matrix, therefore anything you type as part of the creditor's address will show up in the mailing process. **Do not enter any account numbers, if you do not wish them to appear with creditor's address.**



Times New Roman

12

B*I*U

≡

<None>

abc abc

g

a

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0010242

Broadway Sun Ben Trading Inc.
1225 Broadway
New York, NY 10001

D & H Trading Inc.
P. O. Box 564324
College Point, NY 11356

Hyuk Y. Kwon
38 Park St.
4D Florham
Park, NJ 07932

J - Landing Trading Co.
145 W. 30th St.
11th Floor
New York, NY 10001

If your software has the capability to generate a creditor's matrix, open this matrix in a word processing program (ie. Corel WordPerfect or Microsoft Word)

At the top of the page, type

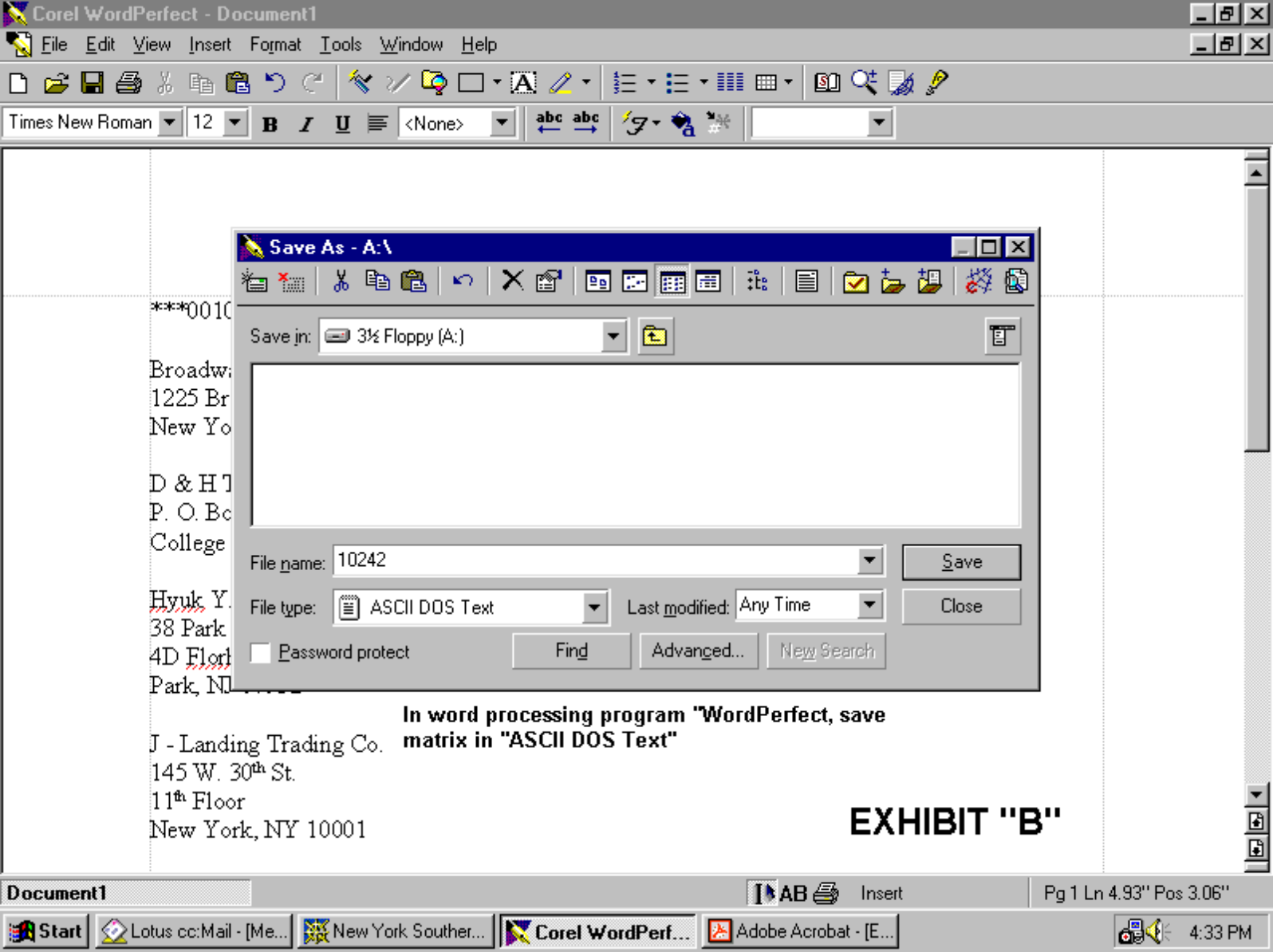
***** followed by the case number followed by *****

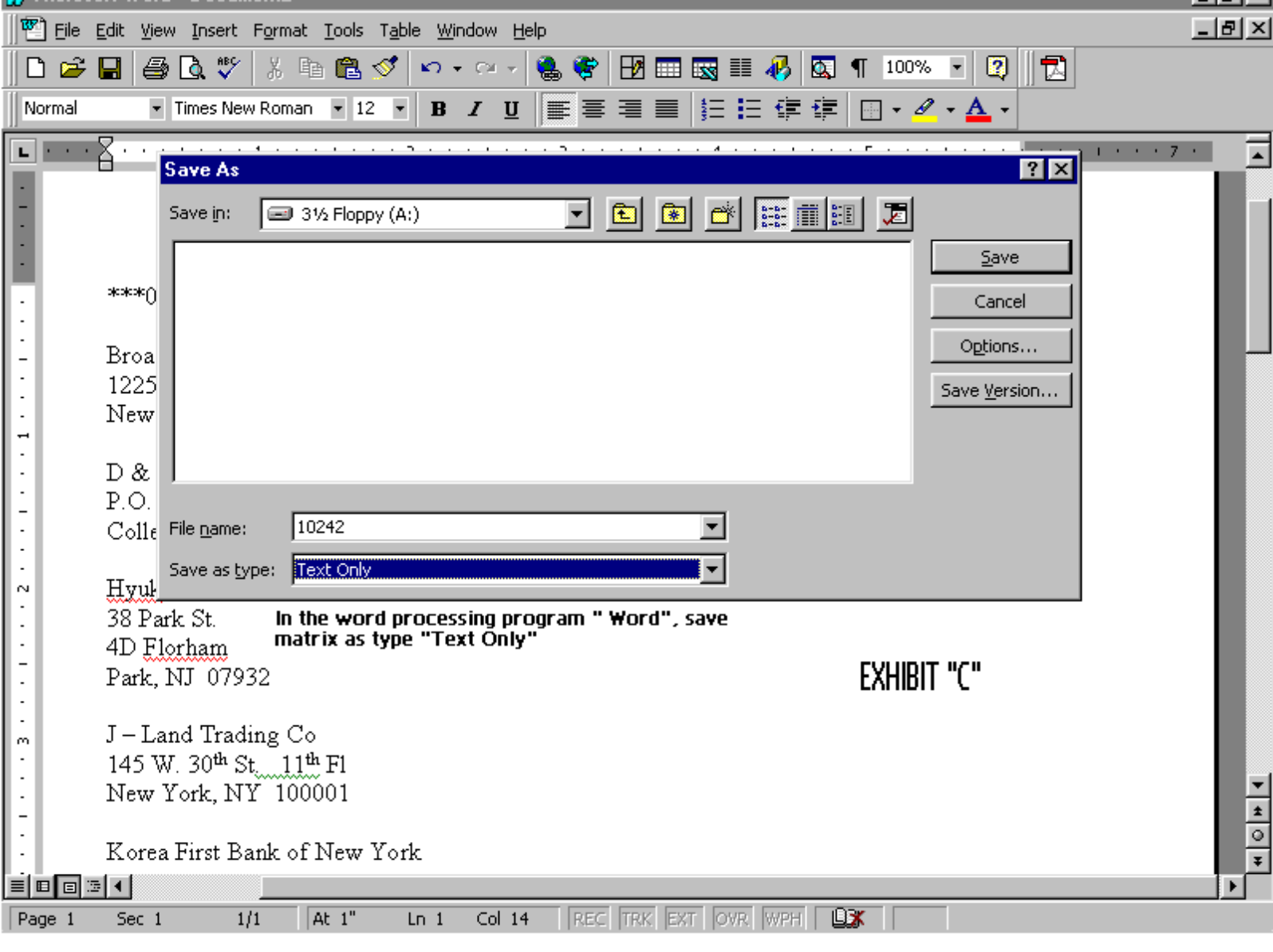
Skip at least one line between each creditor

Skip at least one line after the last creditor

**Note: All information should be left-margin justified.
Last line of address should be City, State and Zip Code**

EXHIBIT "A"





Save As

Save in: 3 1/2 Floppy (A:)

Save

Cancel

Options...

Save Version...

File name: 10242

Save as type: Text Only

In the word processing program " Word", save
matrix as type "Text Only"

EXHIBIT "C"

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Hyuk
38 Park St.
4D Florham
Park, NJ 07932

J - Land Trading Co
145 W. 30th St. 11th Fl
New York, NY 10001

Korea First Bank of New York

HOW TO MANUALLY ENTER CREDITORS OVER THE LIVE ECF SYSTEM

- , Log In into the Live System
 - , Click on **Bankruptcy**
 - , Under **Bankruptcy Events**, Click on Creditor Maintenance...
 - , Under **Bankruptcy Creditor Processing**, Click on Manually enter creditors
 - , In the **Processing - Data Entry Method** Screen, Type in the case number (format 96-12345) and Click on Next
 - , In the **Enter Creditor Information** Screen
 - ,
 - Name:** Type in Creditor's Name
 - Address 1:** If there is a in care of name, then enter the name here, if none, then type the street address
 - Address 2:** Continuation of Address
 - Address 3:** Continuation of Address
 - Address 4:** Continuation of Address
 - Address 5:** Last line for entering of Creditor's Address
 - Please Note:** City, State and Zip Code should always be the last line entered.
- The system sets a default for the entering of more than one creditor, therefore to enter additional creditors Click Next.
- Repeat the above process, until you have entered the last creditor. Upon entering the last creditor, you must remember to switch the default from Continue To Enter to Last Entry.
- Now you are ready to Click on Next.
- , In the **Total Creditor Entered - Verify** Screen, Click on Commit to accept the creditors. (Once you click commit, the Court's database will not allow the filer to add any more creditors. If any additional creditors need to be submitted, then an amendment needs to be filed with the Court)
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- , Click on Query. Type in Case number, then Click on Run Query
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List of all creditors